


STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Tax and Bill Software Vendors
FROM: James Johnson, Compliance Analyst 
RE: Specifications For Tax and Billing Software Testing
DATE: December 6, 2012

The Department of Local Government Finance ("Department") plans to use a common data bundle in the administration of 50 IAC 26 testing scenarios. For tax and billing vendors, certain specifications must be defined to ensure common testing. This memo summarizes the requirements for vendors. Documents mentioned in this memo are available under the "50 IAC 26" section on the following website: <http://www.in.gov/dlgf/7697.htm>.

The testing scenarios conducted by the Department assume all of the following has been completed. The testing will begin with uploading Pay 2013 values into the software. Before coming in for testing, vendors will need to upload the Pay 2012 data included in the data bundle to the specifications outlined in this memo.

The Department is requesting that certain parcels include deductions and exemptions. A list of parcels can be found at the above website. The list includes the parcel numbers and the required deduction or exemption from Code List 37 – Adjustment Codes. Please assume all abatements are in the first year of a 10 year abatement. Assume all exemptions are full exemptions. Please grant all deductions at the maximum amount allowable by law.

The Department understands vendors require information not included in the file formats prescribed by 50 IAC 26 to roll values and has created supplemental files to facilitate transmission. For the purposes of testing, the Department has created supplemental files, available on the aforementioned website.

To test the application of TIF districts, please assume that the following parcels are in a TIF district and have a final base AV for 2011 as listed below:

Parcel Number of Property in TIF	Final base AV in 2011
900805300013000004	\$154,500
900807100004000004	\$8,815,700
900805300010000004	\$184,400
900805400009000004	\$47,100
900805500001000004	\$42,000

For testing, this county will have both a CEDIT homestead credit rate and a CAGIT residential local income tax. For the calculations done in Pay 2012, please assume the CEDIT homestead rate is 6.084%. Assume a residential credit rate of 7.955%. Rates and amounts for Pay 2013 will be provided during testing.

The taxing units used in the data bundle are listed below:

UNIT CODE	TAXING UNIT NAME
0000	WELLS COUNTY
0001	CHESTER TOWNSHIP
0002	HARRISON TOWNSHIP
0003	JACKSON TOWNSHIP
0004	JEFFERSON TOWNSHIP
0005	LANCASTER TOWNSHIP
0244	WELLS COUNTY PUBLIC LIBRARY
0408	BLUFFTON CIVIL CITY
0938	OSSIAN CIVIL TOWN
0939	PONETO CIVIL TOWN
0941	VERA CRUZ CIVIL TOWN
1091	WELLS COUNTY SOLID WASTE DISTRICT
8425	SOUTHERN WELLS COMMUNITY SCHOOL CORP
8435	NORTHERN WELLS COMMUNITY SCHOOL CORP
8445	M.S.D. BLUFFTON-HARRISON SCHOOL CORP

After the data has been loaded and before you come in for testing, please run the property tax calculations for Pay 2012 and complete full collections for all parcels except the six parcels listed below.

Real Property Parcels	Personal Property Parcels
901119100001000001	901010201204
900533100012000011	901010302000
900809100026000004	901030200601

If you have any questions regarding this information, please feel free to contact James Johnson at jjohnson@dlgf.in.gov.